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General

Please make sure your contribution is consistent in the use of language and spelling; articles in English should be in British English or American English consistently throughout. If you are not a native speaker of the language used, it is advisable to have the text checked by a native speaker.

Lay-out

Please use 12 pt Times New Roman, double line spacing, on a 13 x 22 cm (5" x 8.6") text area. With this setting the ratio manuscript to formatted pages is **roughly** 2:1.

Whatever formatting or style conventions are employed, please be consistent.

Abstract : Please provide an abstract at the beginning of your article. This abstract should not exceed 150 words. They should be maximally informative, use the active voice, and include the 4 or 5 most important key words, findings, or implications of the article. The author should ensure that the abstract objectively reflects the purpose and content of the paper, for instance by following the paper's headings. It should report rather than evaluate, and be self-contained: non-standard abbreviations and unique terms should be briefly defined and names spelled out.

Emphasis and foreign words: Use italics for foreign words, highlighting, and emphasis. Bold should be used only for highlighting within italics and for headings. Please refrain from the use of FULL CAPS (except for focal stress and abbreviations) and underlining (except for highlighting within examples, as an alternative for boldface), unless this is a strict convention in your field of research.

Symbols and special characters: Please use Unicode, if possible. In case you have no access to certain characters, we advise you to mark these with unique conversion codes and supply a list of these conversion codes and the characters which they represent.

Chapter/Article title: The title of the chapter or article should be centered with five blank lines preceding it, in 16 point Times Roman bold and with initial capitals for each main word in the title. The subtitle follows directly below in 16 point Times Roman, not bold.

The author's name follows two lines below the (sub)title, in 14 point Times Roman capitals.

The author's affiliation follows directly below the author's name, in 12 point Times Roman italics.

The first section heading or text starts two lines below the affiliation.

Subheadings: Chapters or articles should be reasonably divided into sections and, if necessary, into sub-sections. Please mark the hierarchy of subheadings as follows:

Heading A = bold italics, two lines space above and one line space below.

Heading B = italics, one line space above and one line space below.

Heading C = italics, one line space above, text on new line

Heading D = Italics, one line space above; period; run on text.

Numbering should be in arabic numerals; no italics; no dot after the last number, except for level A headings.

Quotations: Text quotations in the main text should be given in double quotation marks. Quotations longer than 3 lines should have a blank line above and below and a left indent, without quotation marks, and with the appropriate reference to the source. For terms or expressions (e.g., 'context of situation') please use single quotes. For glosses of citation forms use double quotes.

Listings: Should not be indented. If numbered, please number as follows:

1. or a.

2. or b.

Listings that run on with the main text can be numbered in parentheses: (1)....., (2)....., etc.

Examples and glosses

Examples should be numbered with Arabic numerals (1,2,3, etc.) in parentheses and indented.

Glosses: We suggest you use the Leipzig Glossing Rules (www.eva.mpg.de/lingua/) as a convention for the formatting of glosses. Examples of common types of morpheme-by-morpheme glossing are given here.

- (1) a. *My s Marko poexa-l-i avtobus-om v Peredelkino* (Russian)
we with Marko go-PST-PL bus-INSTR to Peredelkino
"Marko and I went to Peredelkino by bus."
- b. *unser-n Väter-n* (German)
our-DAT.PL father.PL-DAT.PL
"to our fathers"

Abbreviations in the interlinear gloss should be in (small) caps.

Notes

Notes should be kept to a minimum. Notes should never be used to supply full references: these should be placed in the **References** section. Note indicators in the text should appear at the end of sentences and follow punctuation marks, except dashes. At this stage please supply all notes at end notes.

References

Please study the examples carefully, taking note of the use of capitals, italics and punctuation, and format your references consistently. Please make sure that all references in the text appear in the reference section.

References in the text

Hymes (1955, 1956) has argued that ...
... study of Basque and Caucasian (Tovar et al. 1961:112-114) ...
... (Karttunen & Mustanoja 1958; cf. also Ohlander 1941:23-24)...

Examples of references in the References section

References should be listed first alphabetically and then chronologically.

Authors' names should be given in the way the authors do themselves, i.e., with full first name(s) and/or initials. For the first author, first names and/or initials follow the surname (after a comma). In case of an edited volume, add 'ed.' or 'eds'.

Year of publication. Please double check references that are *in press*, *in preparation*, *forthcoming* and update when they are published.

Journal titles should be given in full. The issue number can be omitted when the page numbering is consecutive throughout the volume.

Page range: Please make sure *all* articles are listed with a page range.

Book publisher: Please omit additions such as *Publishing Company, Ltd.*, etc. To indicate states in the U.S.A., please use standard abbreviations such as Calif., Mass. (and not postal codes such as CA, MA).

a. Book (monograph)

Halle, Morris. 1959. *The Sound Pattern of Russian: Description and analysis of contemporary standard Russian*. The Hague: Mouton.

----- & Jean-Roger Vergnaud. 1987. *An Essay on Stress*. (= *Current Studies in Linguistics*, 15.) Cambridge, Mass.: MIT Press.

b. Book (edited volume)

Cowan, William, Michael K. Foster & Konrad Koerner, eds. 1986. *New Perspectives in Language, Culture and Personality: Proceedings of the Edward Sapir Centenary Conference (Ottawa, 1-3 October 1984)*. (= *Studies in the History of the Language Sciences*, 41.) Amsterdam & Philadelphia: John Benjamins.

c. Articles in books

MacMahon, William E. 1990. "Some Formal Aspects of Aristotelian Componential Sentences". *History and Historiography of Linguistics: Proceedings of the Fourth International Conference on the History of the Language Sciences (IHoLS IV), Trier, 24-28 August 1987* ed. by Hans-Josef Niederehe & E. F. Konrad Koerner, vol. II, 97-110. Amsterdam & Philadelphia: John Benjamins.

or, if the source volume is also in the references:

MacMahon, William E. 1990. "Some Formal Aspects of Aristotelian Componential Sentences". Niederehe & Koerner 1990. 97-110.

d. Articles in journals

Joseph, John E. 1995. "The Structure of Linguistic Revolutions". *Historiographia Linguistica* 22.379- 399.

Koerner, E.F. Konrad 1992. "Vil'hel'm fon Gumbol'dt i etnolingvistika v Severnoj Amerike: Ot Boasa do Xajmsa [Wilhelm von Humboldt and ethnolinguistics in North-America: From Boas to Hymes]". *Voprosy Jazykoznanija* 41:1.105-113.

e. Unpublished materials (dissertations, papers)

Müller, Gereon. 1993. *On Deriving Movement Type Asymmetries*. Ph.D. dissertation, University of Tübingen.

Riad, Tomas. 1990. "Vowel Shortening and Vowel Deletion in Old English". Ms., Stockholm University.

Winford, Donald. 1992. "The Forms and Functions of do in Caribbean English Creoles". Paper presented at the conference of the Society for Caribbean Linguistics, Barbados, August 1992.

Appendixes

Appendixes should follow the References section. Please make sure you refer to the appendix in the main text.

Tables, Figures and Plates

1. Tables and Figures should be numbered consecutively and provided with concise captions (max. 240 characters, incl. spaces). Reference should be made in the main text, e.g., (see Figure 5). Please indicate the preferred position of the Table or Figure in the text by inserting a line “@@ Insert Figure XX here” at the appropriate position. It will be placed either at the top or the bottom of the page on which it is mentioned, or on the following page.
2. All Tables, Plates, and Figures eventually have to fit the following text area, either portrait or landscape: **11.5 cm (= 4.5”) x 19 cm (= 7.5”)**.
Font setting: Times New Roman 9pts (absolute minimum: 8pts).
3. The book will be printed in black and white, so any colors in the supplied graphics will appear in shades of gray. Please make sure that they will still convey the information that is needed for your article, or adjust them accordingly.
4. Notes in Tables and Figures should not be regular notes. Please use a table note or a figure note as in the example below. Standard note indicators in tables are *, **, †, ‡. The note itself is then inserted directly below the table/figure.